# **GPA Verification Form for Cal Grant and Graduate Fellowship Programs**



### POSTMARK DEADLINE: MARCH 2, 1998

Warning: It is illegal to purposely give false or misleading information on this form.

Section A Student Identification and Certification (To be completed by the student.)
Read the instructions below and the attached information. Do not write outside of the boxes or answer spaces. "You and "your" on this form refe to the student applying for a Cal Grant or Graduate Fellowship. Please type or print legibly and fill in all spaces for Social Security number.
1. Your Name
Last First M.I.
2. Your Social Security number
4. Certification: The information completed in Section A of this form is true and complete to the best of my knowledge. I have read the instructions below and all of the attached information. I realize that this GPA verification is used to determine my eligibility for state student aid. I understand that the GPA of this form will be calculated as described in the instructions below and will not include any coursework completed during the 1997/98 academic year. I further understand that all test scores submitted are to conform to the instructions below.
5. High school code (if graduating high school senior)  6. See instructions below
Student's signature ,
Section B School Verifed Grade Point Average (GPA) (To be completed by the high school or college official.)
A school administrator must sign below or this form will not be processed.
Name of institution  Signature and title of school official verifying this GPA  Date
7. Calculate the student's grade point average (GPA) according to the instructions (number 7 below) and enter here. GPA must be computed on an <b>unweighted 4.00 grading scale</b> . Fill in all three spaces.  Address of institution  ( ) Phone number of institution
Instructions (Allow time for your school to verify your GPA and for the return of this form by the March 2, 1998 postmark deadline.)

#### Section A - Student's Identification Information and Certification:

This section is to be completed by the student applying for aid

- 1. Type or write in your name exactly as it appears on the FAFSA.
- Enter your valid Social Security number (SSN). If you reported an incorrect SSN on the FAFSA, mail a corrected Student Aid Report (SAR) to the federal application processor. If you did not receive a SAR, copies are available from your school or the FAFSA processor,
- $\textbf{3.} \ \, \textbf{Enter your birth date.} \ \, \textbf{For example, if you were born July 5, 1980, write:} \\$

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- **4.** Sign this form. Signing it certifies the information in Section A is correct, and that you have read these instructions and all attached information.
- If you are a graduating high school senior, please enter your high school's College Entrance Examination Code number. Ask your counselor for the correct number.
- After reading the text below, check this box and attach your test score to this form if you will be submitting a test score instead of a school verified GPA.

## Test Scores may only be submitted in lieu of a GPA in the following circumstances:

- You have attended a high school or college not in the United States and are unable to have those grades converted to a 4.00 scale.
- You have been out of school for 10 years or more.
- Your school did not grade in a manner which can be readily converted to a 4.00 scale.

For Cal Grant applications purposes, ACT, SAT or GED test scores may be submitted in the above situations in lieu of a GPA. Scores from the California Proficiency Examination cannot be submitted in lieu of the above exams because it is not a nationally administered examination. If submitting a test score, you must mail an official copy of the testing organization's score report to the Commission, along with this GPA form, no later than March 2, 1998. Grade reports, transcripts and proficiency certificates are not accepted.

Note: Some colleges and universities do not calculate GPA's (e.g. UC Santa Cruz, Stanford, etc.). If you earned college credit at an institution such as this, you must submit test scores in lieu of a GPA by the March 2 deadline. Applicants must submit their GED score directly to the Commission no later than March 2, 1998. Mail test scores to the address listed on the reverse of this form.

Important Note: A GPA or applicable test score is required to compete for a Cal Grant A and Cal Grant C. Also, a GPA or applicable test score contributes additional points in the selection of Cal Grant B and Graduate Fellowship recipients. Consequently, if a verified GPA or valid test score is not mailed to the Commission by March 2, 1998, your application will not score as well in the Cal Grant B or Graduate Fellowship award competition.

#### Section B — School Verified Grade Point Average (GPA)

This section must be completed and signed by an authorized high school or college official.

- 7. Calculate the student's GPA on a 4.00 scale to two decimal places. Failing grades which have not been replaced prior to fall 1997 must be included. Exclude any grades earned in the 1997/98 school year. Convert any grades with extra weighting for honors and AP classes to a 4.00 scale before calculating the GPA. The following grades are to be included in the GPA calculation for undergraduate Cal Grant applicants:
  - Current high school seniors: Include all sophomore- and junior-year grades, excluding physical education (PE) and Reserve Officer Training Corps (ROTC). Accelerated juniors graduating in spring 1998 should include sophomore grades. Summer school grades earned following the completion of the junior year should not be included.
  - Students who have not completed 24 semester college units, 36 quarter units, or the equivalent prior to fall 1997: Include sophomore, junior and senior-year high school grades, excluding PE and ROTC.
  - Students who have completed at least 24 semester college units, 36
    quarter units, or the equivalent prior to fall 1997: Include all college
    grades obtained before fall 1997. Must consist of at least 24 semester units,
    36 quarter units, or the equivalent and may be calculated using the following;
    - all college work completed, or
    - all college work completed excluding nontransferable courses and courses not counted in the computation for admissions.

**Graduate Fellowship**: Applicants who will have completed less than a year of full-time graduate study by fall 1997 should have their GPA calculated for their last four semesters or six quarters of undergraduate study. Applicants who have completed more than a year of graduate study prior to fall 1997 should have their GPA calculated on graduate course work completed prior to fall 1997.

G-4 (9/97) 700K

Tape Here (Do not staple)

	Postmark Deadline: larch 2, 1998	Unable to deliver without postage
G	California Student Aid Commission Grant Program Processing Section P.O. Box 419028 Rancho Cordova, CA 95741-9028	
	Fold Here (Do not Staple)	
	Did you remember to:  • Verify your Social Security number and	

- Verify your Social Security number and sign the form?
- Obtain a U.S. Postal Service Certificate of Mailing?
- Answer all the questions on the FAFSA?
- Have your school certify your GPA?
- Attach test scores if appropriate?

# Information on Applying for a 1998/99 Cal Grant or Graduate Fellowship



File a 1998/99 Free Application for Federal Student Aid (FAFSA) and complete and mail this form by

### THE MARCH 2, 1998 POSTMARK DEADLINE.

Attention: This application will be used by the California Student Aid Commission to determine eligibility in the State Cal Grant A, Cal Grant B, Cal Grant C and the State Graduate Fellowship programs. Please read the description of each program below to understand the programs for which you can be considered. No student can receive assistance from more than one of these programs for the same academic year.

To be eligible to compete for a NEW State Cal Grant or Graduate Fellowship you must do the following by the March 2, 1998 deadline:

- Complete a 1998/99 Free Application for Federal Student Aid (FAFSA) available at high schools, colleges and libraries and return it to the address listed on the FAFSA and,
- Have the attached GPA Verification Form completed and mailed to the California Student Aid Commission.

In addition, you must watch for and review your Student Aid Report (SAR) which will be mailed to you by the federal application processor within four weeks after filing the FAFSA. You are responsible for immediately filing any corrections to your Student Aid Report. Incomplete Student Aid Reports will not be considered for a Cal Grant or Graduate Fellowship. Graduate Fellowship applicants should obtain a Graduate Fellowship Fact Sheet from their school or from the Student Aid Commission.

GPA verifications must be submitted on the attached GPA Verification Form, or your school may send a list of verified GPA's directly to the Commission. Be sure your name and GPA is on the school's list if you are not sending the Verification Form.

- If you are currently a recipient of a Cal Grant or a Cal Grant Community College Reserve award, and wish to renew that award for the 1998/99 year, do not complete a GPA form. Each renewal recipient must complete the FAFSA or Renewal FAFSA for 1998/99 and list the school you plan to attend in fall 1998. The school will certify your eligibility and your Cal Grant will be renewed. If you are a current Cal Grant C recipient and wish to be considered for a 1998/99 Cal Grant A or B, you must request to be withdrawn from the Cal Grant C program and file both a 1998/99 FAFSA and 1998/99 GPA Verification Form
- Report any special circumstances that you believe will affect your financial aid eligibility
  directly to the schools and colleges to which you have applied. Write your name, address,
  Social Security number and date of birth on any material you send.

Questions on this form can be directed to the California Student Aid Commission, Grant Program Customer Service, P.O. Box 419027, Rancho Cordova, CA 95741-9027, (916) 526-7590. Our e-mail address is custsvcs@csac.ca.gov College financial aid offices and high school counselors can also assist you.

#### California Grant Programs

The California Student Aid Commission offers Cal Grants to undergraduate students and Graduate Fellowships to graduate students on the basis of demonstrated need and program specific requirements. To be eligible to receive an award you must:

- be registered by fall 1998 at an eligible postsecondary California school;
- be a California resident for at least one year as of September 20, 1998, and certify to this on question #11 of the FAFSA;
- be making satisfactory progress toward a degree or certificate, if enrolled in postsecondary education; and
- not be in default on any government loan or owe a refund on a state or federal grant, unless repayment arrangements acceptable to the Commission have been made.

Applicants who file a complete FAFSA and have a properly verified GPA submitted by the March 2, 1998 deadline will be considered for one of the following:

Cal Grant A awards assist low and middle-income students with tuition/fee costs. Awards are based on financial need and grade point average. An applicant's award category is determined from the first eligible California school listed in Section G of the FAFSA. If this school is a community college (CC), the applicant will only be considered for a Cal Grant A CC Reserve Grant. A CC Reserve Grant does not have any monetary value for the recipient's first year in the program or for any term the student is enrolled at a community college. New applicants who indicate on the FAFSA application they will be at the senior level in college or higher will not be considered for a 1998/99 Cal Grant A.

Cal Grant B awards assist very low-income, first year college students with living expenses, books, supplies, transportation and other non-tuition costs (renewals also may cover tuition/fee costs). For the 1998/99 award competition, new Cal Grant B recipients cannot have completed college level study prior to June 30, 1998, of more than one full-time semester or two full-time quarters, or 16 semester units or the equivalent of part-time study, or four and one-half months of vocational school. There are also 250 Cal Grant B awards available for community college students transferring to a four-year college.

**Cal Grant C** awards assist low- and middle-income vocational students with tuition and training costs. Recipients must be in a program of study that is at least four months long at a vocational school, community college or independent college.

Graduate Fellowships assist students pursuing graduate degrees who intend to become college or university faculty members. On the FAFSA, all applicants must list their parents' adjusted gross income plus any untaxed income. Test results from GRE, MCAT, GMAT, DAT, or OAT tests should be sent from the testing agency to the Student Aid Commission by March 2, 1998. Except for the LSAT, test scores sent directly by students are not accepted. Students taking the LSAT may submit copies of their exam scores to the Commission. Parental income and test results are used to determine applicants' scores in the award competition. Before funds can be disbursed, the recipient and a school official will be required to sign an endorsement confirming the student's intent to become a college faculty member. Applicants with questions should refer to the Graduate Fellowship Fact Sheet or contact the California Student Aid Commission, (916) 526-7590.

#### **BE SURE TO:**

- Consult the chart on the next page for specific college requirements and the requirements of the California Student Aid Commission.
- Read the FAFSA and GPA Verification Form instructions carefully before answering any
  questions. Applicants will be held solely responsible for timely submission and accuracy
  of all information provided on these forms. Mail your completed FAFSA to the processor
  address on the FAFSA by March 2, 1998.
- 3. After filing your FAFSA, you will receive a Student Aid Report (SAR) Students are responsible for making corrections to the SAR (if needed) and returning it to the federal application processor immediately. Do not wait for your school to send any SAR changes for you, send them yourself immediately. Failure to submit your SAR corrections on time may result in the Commission's inability to process your award application.
- 4. Applicants for new awards must complete and mail the GPA Verification Form by March 2, 1998. Mail the form to: California Student Aid Commission, Grant Programs Processing Section, P.O. Box 419028, Rancho Cordova, CA 95741-9028 or be certain a GPA has been submitted to the Commission by your school.

Note: You only need to complete one GPA Verification Form and one FAFSA for each year you compete for a new award. The Student Aid Commission will not retain applications from prior years. Obtain a U.S. Postal Service Certificate of Mailing as proof you met the filing deadline.

- 5. Respond promptly to all requests for additional information from the California Student Aid Commission and colleges and universities where you have applied. Include your Social Security number on all correspondence. You MUST get a Certificate of Mailing from the U.S. Postal Service for your FAFSA and GPA Verification Form. Other proofs of mailing may not be accepted.
- Create a financial aid file. Retain photocopies of the FAFSA, this GPA verification and all forms and correspondence regarding your application(s) for aid.
- 7. If you have not received correspondence directly from the Commission by May 15, 1998, regarding your application, call the California Student Aid Commission at (916) 526-7590. You may also write the Commission at the address below.

If you have any questions, contact the California Student Aid Commission, Grant Program Customer Service, P.O. Box 419027, Rancho Cordova, CA 95741-9027 (916) 526-7590 Our e-mail address is custsvcs@csac.ca.gov

#### California Requirements

State as well as federal law protects an individual's right to privacy of information pertaining to oneself. The California Information Practices Act of 1977 requires that the following information be provided to applicants for financial aid who are asked to supply information about themselves. The principal purpose for requesting information on this form is to determine your eligibility for financial aid. Maintenance of this information is authorized by the California Student Aid Commission policy and the policies of the postsecondary institutions to which you are applying for aid. Furnishing information requested on this form is mandatory. Failure to provide such information will delay and may even prevent your receipt of financial assistance. Information furnished on this form may be transmitted to the state and federal governments if required by law. Individuals have the right of access to records established from information furnished on this form as it pertains to themselves. The Education Code of the State of California gives the Student Aid Commission the authority (in consultation with postsecondary institutions) to make this form available. The officials responsible for maintaining the information contained on this form are the Director of the California Student Aid Commission and the financial aid administrators at the institutions to which you are applying for financial aid. The Social Security number is used to verify your identity under the record keeping systems established prior to January 1, 1975, pursuant to the authority of the Student Aid Commission, the California State University, and the California Community Colleges contained in Title 5, California Administrative Code, Section 41201, and the authority of the Regents of the University of California under Article IX, Section 9, of the California Constitution. The Student Aid Commission and California public postsecondary education institutions, in compliance with federal statutes and the Equal Protection Clause of the California Constituti

# Student Aid Application Filing Dates and Requirements for California Colleges, Universities and Other

#### **Postsecondary Education Institutions** Financial Aid Source Application Information **Specific Requirements** All grant and fellowship applicants: California Student Aid Mail a version of the FAFSA to • Complete and submit a 1998/99 FAFSA. Be sure to complete every question. Commission (CSAC) the address on the application · All applicants must list at least one California college in Section G of the FAFSA and between January 1 and the Cal Grants A, B, C and make sure at least one California college shows in Section G of their SAR. Graduate Fellowship. March 2, 1998, Cal Grant/ • Obtain the correct Title IV school code if using codes in Section G of the FAFSA. Graduate Fellowship deadline. Contact the college you will be attending to obtain the correct code. Notify the Student Aid Commission of any permanent address change. The FAFSA is free to the applicant Cal Grant applicants for new awards: for Cal Grant and Graduate • DO NOT mark "no" for question 102 on the FAFSA. The Commission must have a Fellowship determination. release of your FAFSA information. Complete and return the CSAC GPA Verification Form. New applicants also must • Watch for and review your Student Aid Report (SAR). File any corrections immediately. complete the CSAC GPA · Arrange for admission to an eligible California school or college. Verification Form and return it to • List at least one eligible Cal Grant school in questions 90-101. The school you are most the California Student Aid likely to attend should be listed in question #90. Listing a community college first will Commission by the March 2, 1998, limit the transfer options of your award. See the paragraph on the Cal Grant A award Cal Grant/Graduate Fellowship on the reverse of this sheet. filing deadline. (Some schools submit a list of all students GPAs. Graduate Fellowship applicants for new awards: It is your responsibility to be sure a • DO NOT mark "no" for question 102 on the FAFSA. The Commission must have a verified GPA is sent to CSAC by release of your FAFSA information. March 2nd.) Complete and return the CSAC GPA Verification Form. • Arrange for admission to an eligible California graduate school or college. Call the California Student Aid Read the Graduate Fellowship Fact Sheet available at your school or from the Student Commission at (916) 526-7590 Aid Commission. The fact sheet discusses the submission of graduate school if you have not heard directly from admission test results (such as the GRE) and the importance of both dependent and the Commission by May 15, 1998, independent FAFSA filers providing parental financial information. regarding your new Cal Grant or List the Graduate Fellowship school you are most likely to attend on FAFSA line #90. Graduate Fellowship application. Cal Grant and Graduate Fellowship current recipients applying for renewal: Students renewing an award will • Evaluation of Cal Grant and Graduate Fellowship renewal applications is conducted by be notified in July. the campus where you will enroll for the 1998/99 academic year. Make certain you list that college in Section G of your FAFSA. University of Mail a version of the FAFSA to the Undergraduate California residents applying for financial aid must apply for a Cal Grant. California address on the application · UC does not require submission of a processing fee or completion of the CSS Profile for University of California financial aid awards. Follow campus instructions and meet all between January 1 and the March 2, 1998, Cal Grant/Graduate deadlines for the required supplemental information. Fellowship deadline. Applications submitted after the priority filing date will be accepted. Federal Family Education Loans or Federal Direct Loans are available to eligible students and Federal PRIORITY FILING DATA FOR Pell Grants are available to eligible undergraduates students. Other awards are made OTHER AID: March 2, 1998. as funds are available. Undergraduate California residents applying for financial aid must apply for a Cal Grant. California State Mail a version of the FAFSA to the • The FAFSA is the only financial aid application required by the CSU to award federal University address on the application and state-funded financial aid. Follow campus instructions and meet all deadlines for between January 1 and the March the required supplemental information. 2, 1998, Cal Grant/Graduate Fellowship deadline. Late Applicants: Applications submitted after the priority filing date will be accepted. Federal Family PRIORITY FILING DATA FOR Education Loans or Federal Direct Loans are available to eligible students and Federal OTHER AID: March 2, 1998. Pell Grants are available to eligible undergraduates students. Other awards are made as funds are available. **California Community** Mail a version of the FAFSA to the • California's public community colleges have an open enrollment policy. Most will accept Colleges address on the application a student's financial aid application at any time during the school year. You are between January 1 and the March encouraged to communicate with the college of your choice for specific aid application 2, 1998, Cal Grant/Graduate information, and to ask about Board of Governor waivers to cover the enrollment fee, Fellowship deadline. health fee, and differential fees. DEADLINES FOR OTHER AID: Contact your local campus.

#### **Independent Colleges** and Universities

Mail a version of the FAFSA to the address on the application between January 1 and the March 2, 1998, Cal Grant/Graduate Fellowship deadline. DEADLINES FOR OTHER AID: Vary from campus to campus.

- Undergraduate California residents applying for financial aid must apply for a Cal Grant.
- The FAFSA serves as an institutional application for federal financial aid at independent colleges and universities in California. Communicate directly with the financial aid offices at the institutions of your choice for specific deadlines and additional filing procedures. To be considered for additional sources of aid available through independent colleges and universities, you may be asked to supply supplemental information or complete additional forms.

#### Vocational/Career **Schools and Colleges**

Mail a version of the FAFSA to the address on the application between January 1 and the March 2, 1998, Cal Grant/Graduate Fellowship deadline. DEADLINES FOR OTHER AID: Vary from institution to institution.

• The FAFSA serves as an institutional application for federal financial aid at vocational/ career schools and colleges. Call the financial aid office at the institution of your choice for specific deadlines and additional filing procedures.